



West Michigan Academy of Arts and Academics
COVID-19 Preparedness and Response Plan

Address of School District: 17350 Hazel Street, Spring Lake, MI 49456

District Code Number: 70902

Building Code Number(s): 08332

District Contact Person: Joanna Bennink

District Contact Person Email Address: jbennink@westmichiganacademy.org

Local Public Health Department: Ottawa

Local Public Health Department Contact Person Email Address: Dr. Paul Heidel,
pheidel@ottawahealth.org

Name of Intermediate School District: Ottawa Area Intermediate School District

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: July 27, 2020



Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.


President of the Board of Directors

8/11/2020

Date



Introduction and Overview

West Michigan Academy of Arts and Academics is a k-8 charter school in Spring Lake, Michigan. Our focus is an arts integration focus for students to obtain the best education by using arts to deepen students' understanding of core curriculum as well as skills in the arts and self-reflection. Our staff, students, and families are committed to the goal of providing our students the best education through the unique integration of arts and academics.

We have used a variety of efforts to engage our school community during the shut down which began on March 17, 2020. We deployed chromebooks for families, hotspots for internet connections, and paper/pencil packets for families that preferred this method of education. We developed all of our classes through the Google Classroom platform to ensure consistency throughout our online learning process. Our teachers created daily recorded lessons for students and also office hours multiple times per week to instruct and assist students that requested additional help.

We also held "social hours" for middle school students to see their teachers and peers in a less structured environment – which also allowed our teachers to conduct wellness checks for our students/ families. In order to keep a relationship with our students, we started an Arts Adventure challenge that posted weekly challenges in visual arts, music, dance and theatre that students could complete and receive a weekly incentive prize. We also worked with our counseling agency to continue to provide outreach services to our students who needed mental health services.

Our dynamic teachers prepared a drive-thru graduation parade for our 8th graders, a virtual end of the year awards assembly, and a virtual play for our middle school students. Our teachers continued to find ways to keep our students and families engaged in learning and social opportunities.

Our school priorities focused around the relationships and health our students before academics could be addressed. We continued to have high academic standards for all of our students but made sure to address concerns with "Bloom's hierarchy before Maslow's academics." If a teacher or family felt a student was in need of additional services, they reached out to administration who called the family and engaged any services needed. Additionally, attendance was taken and if a student did not turn in work or did not attend group meetings, this was sent to our team of paraprofessionals and administrators to complete follow up appointments.

During the summer months, we were able to continue our families' learning through a virtual summer school program, a Principal's book club and weekly packets that are prepared for our students and picked up through a contactless drop box system.

Our school plan was developed in conjunction with GVSU and OAISD experts. We completed surveys with families to make sure we were focusing on the correct areas and were responsive to concerns and feedback from families. These Friday Feedback forms were sent out to families in our schoolwide



newsletter and the data was compiled and reviewed by administration, teachers, and the school board. Overall, our school received positive marks from our families and now that “we know better, we will do better” to meet the needs of our students and families.

Foreword

Dear West Michigan Academy Families,

We appreciate your patience and understanding over the last several months as we, along with all schools in the state and country, have had to adapt to some very unprecedented challenges.

To create The WMAAA Return to School Roadmap, we sought the input and feedback from a variety of stakeholders. Those stakeholders included board members, the leadership team, faculty/staff, parents, students, community members, and conversations with other schools. Your input and feedback have been invaluable as we utilize the MI Safe Schools Roadmap to design a plan that works for us.

As you read through our plan, please understand that there are certain elements that are required of any school - public, private or charter. Those are non-negotiable protocols that must be in place to ensure the safety and health of our students and faculty/staff. In addition, there are several strongly recommended and recommended protocols that have been incorporated into our plan that will also be required.

You will notice that a priority of this plan is communication, particularly with students and parents/guardians. We are committed to making sure that you are aware of any updates and policy changes that may be necessary during the 2020-2021 school year. In addition, we hope to provide you with the opportunity to better understand our digital tools and resources if they are required to be used during the school year. Please regularly check your email and the school website for any updates. We will do our best to utilize multiple communication channels.

Thank you again for your support and understanding as we continue to navigate this unprecedented time. We are committed to providing your child with a quality education and are committed to the mission and vision of West Michigan Academy of Arts and Academics in whichever phase or learning platform we are utilizing.

Sincerely,

Joanna Bennink

Director

jbennink@westmichiganacademy.org

Required, Strongly Recommended, and Recommended Protocols

As described in the MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, there are three classifications of safety protocols for all Michigan schools. Required safety protocols must be implemented by all Michigan schools that serve grades PreK-12 and will help to minimize the risk of exposure to COVID-19 for students, parents, staff, and community members. Safety protocols that are



either strongly recommended or recommended are optional and schools have the ability to implement and enforce those protocols and actions as they deem appropriate.

Four School Scenarios for Fall 2020

- MI Safe Start Phase 6 - Schools are open for in-person instruction with minimal safety protocols
- MI Safe Start Phase 5 - Schools are open for in-person instruction with moderate required safety protocols
- MI Safe Start Phase 4 - Schools can open for in-person instruction with more stringent required safety protocols
- MI Safe Start Phase 1, 2, and 3 - Schools are not open for in-person instruction and instruction is provided remotely

MI Safe Schools Roadmap and the MI Safe Start Plan

Governor Whitmer will continue to use the MI Safe Start Plan as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4 of the MI Safe Start Plan. Some regulations and mandates will be relaxed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan. Schools will retain authority to enact stricter public health requirements than is mandated within this Roadmap. Additionally, school districts will retain the authority to close school buildings even if they have not been mandated to do so.

West Michigan Academy of Arts and Academics Leadership Plan

In the event that members of The West Michigan Academy of Arts and Academics leadership team become directly affected by COVID-19, the following leadership structure will be enacted to ensure continuity of leadership for the school.

Director /Superintendent - Joanna Bennink

MTSS Coordinator/ Dean of Students - To be determined

Curriculum Coordinator - Rachael Hobeck

Arts Integration Coordinator - Mandy DeBoer

Attendance

Please continue to communicate any student absence for any reason to the school using normal protocols for reporting absences. It is important for the school to know if and when our students are ill for any reason so that we can continue to promote the learning process. Specific attendance requirements for periods of remote instruction will be communicated to families once it has been determined at the state level.

Communication

There will be three primary modes of communication for families. The first is via email. Please make sure that the school has your most up-to-date email address on file and please regularly check your email for important updates. In addition to email, the school will utilize its website and Facebook page for major announcements. When necessary and for those that may not have immediate access to technology, phone calls, mail, and signage will also be utilized.



School Closures

Any school closure will be communicated to our WMAAA families via the same pathways as a weather-related school closing. Families will also find school closing information on our website and Facebook page. In addition, specific information regarding the school closing will be communicated to families via email by the school leadership. We will work directly with the local health department and appropriate officials to determine if/when a school closing due to COVID-19 is appropriate.

Drop-Off and Pick-Up Procedures

Any changes to drop-off and/or pick-up procedures for students and parents will be communicated via email and notice on the website and Facebook page by school leadership. Please understand that we may have to make changes to this process several times as we proceed through the school year. We appreciate your flexibility as we work to keep our WMAAA community members safe.

Remote Learning Option for Phase 4 and Phase 5

West Michigan Academy of Arts and Academics' leadership will continue to monitor the spread of COVID-19 and receive regular updates and guidance from local, state and federal agencies and officials.

Our priority, whenever possible, is to have the building open for in-person instruction for our students, however we want to provide the option to families to choose between in-person and remote learning during Phase 4 and Phase 5. All students will be required to participate in online learning during Phase 3. The option for remote learning will not be available during Phase 6 as all students are expected to return to school for in-person instruction.

Over the summer, families will complete a Commitment Form to select in-person or remote learning for their student(s). This form will be completed each quarter. Students will only be able to participate in that chosen delivery system for that quarter and may elect to change formats for the next quarter, unless there are extraordinary circumstances. Please reach out to Mrs. Bennink if this is the case for you. Students that choose the remote learning option, will not be able participate in any in-person activities on campus as the school will have planned activities, classes, and events for the amount of students who selected in-person instruction to ensure social distancing and student and faculty/staff safety.

A more detailed plan regarding the remote learning option will be released on August 5, 2020 so that families can make a more informed decision. The basic framework of the program is listed below:

- The remote learning option will require a higher level of rigor, workload and time commitment from the remote learning period that occurred during the spring of 2020.
- The remote learning option will require support from adults at home (especially for elementary students.) There will be a mentor teacher, however, this teacher may be from a different consortium school from the OAISD. We will also provide a mentor teacher from WMAAA for check-ins.
- The remote learning option will require students to participate in a primarily asynchronous (online without real-time interaction) learning environment, however some synchronous (real-time) online learning will be done as well at least once per week with the teacher.
- Each day, students will engage in daily lessons, activities and assignments in all classes in order to be marked present for the day.
- Grading and assessment for all remote learning courses will follow the same guidelines as in-person courses.



- Due to the rigor and participation expectations of virtual instruction, each student will likely need their own device and access to high-speed internet at home. Families will be able to select if they need this equipment for their student(s) when completing the Commitment Form in August and the school will do their best to fulfill those needs. Please note that the remainder of this document relates to those that have chosen in-person instruction.



Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

Phase 1, 2, or 3 Safety Protocols

MI Safe Start Phases 1, 2 and 3

During these three stages, the community spread of the virus is increasing and substantial. There is concern about the capacity of the health system. Testing and tracing efforts may not be sufficient to control the spread of the pandemic. No in-person instruction is permitted. Instruction will only be done remotely by WMAAA staff.

Personal Protective Equipment and Hygiene

West Michigan Academy will be closed for all in-person instruction or activities

Spacing and Movement

West Michigan Academy will be closed for all in-person instruction or activities.

The faculty and staff of West Michigan Academy will be permitted to enter the building for the purposes of conducting basic school operations, including remote live instruction, as determined by the Director. Social distancing of faculty and staff members will be strictly enforced. Masks are required in common areas of the school building. Working from home is strongly recommended for all school employees in this phase.

Screening Students

West Michigan Academy will be closed for all in-person instruction and activities. Since students will not be physically in the school building in Phase 3, no screening protocols are required for students.

Responding to Positive Tests Among Staff and Students

West Michigan Academy will be closed for all in-person instruction. No response is required, however any positive COVID-19 case in the West Michigan Academy should be communicated to the Director.

Food Service, Gatherings and Extracurricular Activities

All inter-school activities are discontinued and all before-school and after-school activities are suspended. For those in need of food service during remote learning, we encourage you to check our website for information on food pantries and lunches for students.

Athletics

All athletic practices, games, and competitions are suspended.

Cleaning

West Michigan Academy will be closed for all in-person instruction, and cleaning practices will be adjusted to maintain school building functional order.

Busing and Student Transportation

West Michigan Academy does not provide busing for students.



Phase 1, 2, or 3 Mental & Social-Emotional Health

Community Well-Being

- **Regular Student Check-Ins** - West Michigan Academy will implement a system for each student to have a check-in with a staff member at least once per week. If there is concern that the student is "at-risk" academically, emotionally, or physically, the faculty/staff member will communicate that information to the Director or MTSS Coordinator immediately. The Director or MTSS Coordinator will connect those in need with trained professionals and/or the appropriate resources from Mosaic Counseling or other agencies.
- **Regular Faculty/Staff Check-Ins** - West Michigan Academy leadership team will regularly check-in with faculty and staff regarding their well-being. This will be done at least once per week by the Director or MTSS Coordinator.
- **Professional Development/Training for Faculty/Staff** - The Director or MTSS Coordinator will provide faculty and staff with professional development opportunities, virtual training and webinars, and/or peer-reviewed journal articles for social-emotional learning, as well as identifying at-risk students during this phase.
- **Crisis Management Plan** - If necessary, West Michigan Academy will continue to coordinate with the Ottawa Area ISD for any necessary services.
- **Mental Health Liaison** - West Michigan Academy will designate the MTSS coordinator to serve as the mental health liaison and communicate between the school and local public health agencies/partners. The designee will also help to communicate strategies for parents as well as share any comprehensive lists or wellness resources to the school community.



Phase 1, 2, or 3 Instruction

Governance

- **Feedback** - West Michigan Academy's remote learning plan will be clearly communicated to all stakeholders via the school's website and via email. In an extended remote learning situation, the leadership team will solicit feedback from stakeholders via online surveys or virtual focus groups/feedback sessions conducted via Google Meets. The faculty and staff will also communicate any feedback from students and/or parents to the school's leadership team. Regular staff meetings and/or feedback sessions with the faculty and staff will be conducted to solicit their feedback. If necessary, the school will adjust the remote learning plan based on stakeholder feedback. There are two all faculty/staff work days in August to help prepare curriculum, projects, and instructional delivery systems for all possible formats. The faculty/staff returns to the building on August 24th for instructional planning.

Remote Instruction

- **Remote Learning Plan Distribution** - The Remote Learning Plan will be posted on the school's website and regularly distributed via email to all stakeholders. As noted previously, there will be opportunities for stakeholder feedback during and after the use of a remote learning plan. These feedback opportunities may be in the form of surveys and/or virtual focus groups/feedback sessions conducted via Google Meets.
- **Online Learning Format** - The school will modify its remote learning plan to a consortium model with the Ottawa ISD and make improvements or changes as necessary. Any changes to the plan will be communicated to the students and families. The school leadership team and faculty/staff will work to ensure that we continue to promote our mission and vision during any remote learning period. For the 2020-2021 school year, an increased focus on virtual curriculum, an increased communication of assignments, schedules, and projects to students and parents will be priorities. The staff will continue to promote arts integrated instruction/ opportunities during any remote learning period to the best of our ability.
- **Assessments and Student Progress** - When applicable, formative assessments, screeners, and other diagnostics tools will be utilized to assess the needs of students in a remote learning environment. These tools will be used to guide instruction and inform students and parents of academic progress. Professional development and training will be provided by school leadership to review these assessments.
- **Special Education Students** - The special education teacher, along with other faculty and staff members will provide online intervention opportunities and support services. The special education teacher will collaborate with other faculty and staff members who provide instruction to meet the needs of the student in the remote learning environment. Consideration for the students' needs around accessibility and assistive technologies will be offered when possible. The school will attempt to acquire facial coverings with clear portions (mouth visible) for students with hearing impairments.
- **Other Considerations** - West Michigan Academy does not have any students transitioning to post-secondary education at this time, however we will work with students who will be transitioning to high school at the conclusion of their 8th grade year. The school will remain connected with MDE regarding policies and guidance.



Phase 1, 2, or 3 Operations

Facilities

- **Audit of Materials and Cleaning Supplies** - The school will continue to account for all necessary equipment and cleaning supplies to facilitate a safe return to the building for in-person instruction. The school will continue to work with local emergency management programs to procure cleaning and disinfection supplies, if necessary. The school will utilize the summer months to stock-up on such supplies as well as ask for donations from families that are able to contribute.
- **Masks** - School employees charged with cleaning and disinfecting will be required to wear masks or face coverings.
- **Cleaning Protocols** - West Michigan Academy will utilize school cleaning and disinfection protocols according to the CDC School Decision Tree.

Technology

- **Point of Contact** - Joanna Bennink will serve as our point of contact for all technology needs from students and parents. There is also a link to the OAITC help desk.
- **Review of Policies** - West Michigan Academy will update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology. As always, any change to these policies will be communicated to all stakeholders.
- **Access** - West Michigan Academy will ensure that every student has access to the appropriate technology and connectivity needed to continue learning. The school will be purchasing extra Chromebooks and hotspots.
- **1:1 Technology** - Middle school students will have their own Chromebook to use. Elementary students will have chromebooks assigned to their classrooms and will be disinfected before they are shared. These devices will be kept at school and loaned out as needed during a remote learning period.

Budget, Food Service, Enrollment, and Staffing

- **Food and Pantry Services** - You can visit the Ottawa Area Intermediate School District site for more information on food service and pantry opportunities.
- **Resources and Materials** - The school leadership team will provide instructional resources and materials to staff and students (as needed).
- **Attendance** - Attendance and participation will regularly be recorded at advisor check-in meetings and through assignments completed. Additionally, student participation will be recorded in other activities and after assignments and projects are completed.

****WMAAA does not currently offer food services. We are working with MDE Food Service to determine if our planned food program will begin operation or if we will wait until in-person learning will begin.**



Plan for Operating during Phase 4 of the Michigan Safe Start Plan

Phase 4 Safety Protocols

MI Safe Start Phase 4

During this stage, the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels. The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

Schools will be prepared with response activities continuing to maintain ongoing surveillance and execution of active mitigation measures. Schools should be prepared to implement social distancing measures. Short-term dismissals and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes. Schools must consider the judgment of the local health department for the sub-region of concern.

In-person instruction is permitted with required safety protocols.

Personal Protective Equipment

Facial coverings must always be worn by all faculty/staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any faculty/staff member who cannot medically tolerate a facial covering must not wear one. Any faculty/staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Homemade facial coverings must be washed daily. Individuals are responsible for the proper cleaning of their own face coverings. Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn by all students. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Families are responsible for the daily washing of any homemade facial covering.

Facial coverings must always be worn in hallways and common areas by K-8th grade students in the building except during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from the MDE.

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.



For any student or faculty/staff member unable to wear a mask, medical documentation from a physician is required to be on file with the school prior to removing a mask. A standard form will be provided.

Families are expected to provide their students with their own facial covering. The school will have disposable facial coverings for emergency situations.

Hygiene

West Michigan Academy will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). This includes the teaching and reinforcement of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, the school will educate faculty and staff as well as students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

The school will set-up multiple touchless hand sanitizer dispenser stations in both buildings for student and faculty/staff use. Faculty/staff and students will make sure that they wash their hands or use hand sanitizer at least once, every 2-3 hours during the school day.

The school will limit the sharing of personal items and supplies such as writing utensils. Students will keep personal items in separate and in individually labeled lockers/cubbies. Students should also keep a personal bag/box for school supplies such as pens, pencils and other necessary items. The school will provide this item for students. There will be limited use of common classroom materials to small groups with items being disinfected between use.

Spacing, Movement and Access

Students will be spaced as far apart as feasible. When possible, all desks will be arranged to face the same direction toward the front of the classroom. Teachers will attempt to maintain six feet of spacing between themselves and students.

Family members, volunteers, or other guests are not allowed in the school building except under extenuating circumstances as determined by the leadership team. Any individual coming into the school must wear a facial covering.

A video doorbell system will continue to be used at the main entrance to help promote social distancing and the safety for our faculty and staff. If a student needs to be picked-up from school early, the parent/guardian should call the main office or ring the video doorbell to communicate with our front desk staff. Once confirmed, the student will be dismissed. Since entry is restricted, please send an email to Whitney Zillmer or Candice Tease stating the name of the student, when the student will be picked-up, and who will be picking them up from school. This will replace the need for a family member or designee to enter the building.

Please make sure you send the email to Whitney and Candice prior to arriving at the school. Phone calls will also be accepted as forms of permission for early student pick-up, however email is preferred.

Signage and other markers will be used to provide for proper social distancing in common areas as well as help to manage the flow of people through the building. The school has already acquired the proper supplies.



Classrooms with windows that can open, should be open as much as possible. Exterior doors should still be kept closed for safety reasons. When possible, classes will take place outside of the school building while still practicing social distancing of at least six feet. The school will work to create additional outdoor learning spaces and opportunities.

Screening Students and Staff

West Michigan Academy will cooperate with the local public health department regarding implementing protocols for screening students and faculty and staff.

The school will designate the sick room with a curtain as the quarantine area for any student or faculty and staff member who become ill at school. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these 13 individuals should wear a facial covering. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines.

Families will be asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature are encouraged to stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are also encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Faculty/staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature, they should stay home. Faculty/staff should communicate with Candice Tease regarding any absence from school. Staff may be requested to secure a sub through AESOP.

Responding to Positive Tests Among Staff and Students

West Michigan Academy is required to cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. West Michigan Academy understands that student communicable disease related information is protected health information.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering and Extracurricular Activities



Any indoor assembly that brings together students from more than one classroom is prohibited. In this phase, the traditional Weekly assemblies and plays and performances will not take place or community presentations.

West Michigan Academy may utilize our outdoor space for students to eat meals at school. This will assist in maintaining social distancing. Students and faculty/staff will wash hands before and after each meal.

Large scale assemblies of more than 50 students are suspended. Off-site field trips are suspended.

Athletics

West Michigan Academy will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). Students and faculty/staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. This will be done by home screening. All athletic equipment must be disinfected before and after use.

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses or other modes of transportation must be cleaned and disinfected before and after every use.

Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding. Any large scale indoor spectator events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this type of equipment. Handshakes, fist bumps, and other unnecessary contact must not occur. Indoor physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

Cleaning

Frequently touched surfaces including light switches, doors, benches, and bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Classrooms and learning spaces will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Student desks and/or tables will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Playground structures will undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary. The school will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with 16 adequate ventilation when staff use products. The faculty/staff must wear gloves, surgical mask and face shield when performing all cleaning activities. The leadership team of the school will develop a daily schedule for these additional cleanings utilizing a rotation of faculty/staff members. Increased nightly cleaning by our janitorial staff will also be scheduled, including a daily cleaning checklist.

Busing and Student Transportation

West Michigan Academy does not provide busing for students.



Medically Vulnerable Students and Staff

West Michigan Academy will systematically review all current plans (Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. If a student or faculty/staff member is medically vulnerable, the school will require a signed note from their physician prior to any absence from school.



Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Community Well-Being

- **At-Risk Students** - The leadership team will communicate to faculty/staff all guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- **Professional Development and Training** - The leadership team will provide staff with ongoing training/professional development as well as needed tools, resources, and implementation support.
- **Crisis Management Plan** - If necessary, West Michigan Academy will coordinate with the Ottawa Area ISD for any necessary professional services.
- **Regular Faculty and Staff Check-Ins** - West Michigan Academy leadership team will regularly check-in with faculty and staff on their well-being. This will be done at least once per week.
- **Mental Health Liaison** - West Michigan Academy will designate the MTSS Coordinator / School Director to serve as the mental health liaison and communicate between the school and local public health agencies/partners. The designee will also help to communicate strategies for parents.

****The school will not implement a telephone hotline, however a link will be available on our website to access mental health services. The school will provide regular student and faculty/staff check-ins, but we do not have a trained mental health professional on staff. These services are provided through Mosaic Counseling services (formerly TCM counseling.)**



Phase 4 Instruction

Governance

- **Feedback** - West Michigan Academy will gather feedback from families, faculty/staff, students, and school leaders throughout this phase to improve the effectiveness of this plan. The school leadership will regularly communicate the school's remote learning plan, including any applicable updates with all involved stakeholders in case of a return to remote learning.

Instruction

- **Learning Program** - The leadership team of the school will determine if the school will continue with remote learning, shift to a hybrid learning format, or return to in-person learning. Specific schedules regarding a hybrid learning format or return to in-person instruction will be communicated to the West Michigan Academy community as decisions are made. Our instructional plan for Phase 4 will give families a choice of what learning model works best for their situation. Full face to face instruction, five days per week will be an option. A second option would be a fully virtual model that will utilize a third-party program to direct the instruction for the student. If this option is chosen, the student will have a mentor teacher from the OAISD consortium. The student will also have a check-in, weekly from a WMAAA teacher and arts projects listed on the website for completion. Once the family makes their choice they will be able to modify this choice at the end of each quarter (9 weeks.)
- **Instructional Vision** - First and foremost, West Michigan Academy is committed to its mission and vision. West Michigan Academy is committed to ensuring that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. Our students' academic and social-emotional needs will be addressed through regular check-ins with at least one member of West Michigan Academy faculty/staff.
- **Special Education Students** - The general education and special education faculty/staff will collaborate on delivery methods for assessments and instruction as outlined in IEPs and consideration will be given to students' needs around accessibility and provide assistive technologies, where possible. The school will attempt to acquire facial coverings with clear portions (mouth visible) for students with hearing impairments.

Communications and Family Support

- **Communication System** - West Michigan Academy will utilize multiple modes of communication (phone, text, mail, website, Infinite Campus, and email) to ensure that all students and their families have access to school resources. For more information, please refer to page 3 of this document.
- **Parent Partners** - West Michigan Academy values parents as partners in their child's education. When possible, the leadership team and faculty/staff will provide assistance to parents to access and use the school's digital platform and tools, provide activities for their student(s), and strategies to support their student(s) at home.

Professional Learning

- **Planning** - West Michigan Academy will continue to identify students who did not engage in remote learning and develop a plan for those students to provide additional support both in terms of academic assistance and social-emotional assistance, if necessary.
- **Sharing of Resources** - The leadership team and faculty/staff will regularly share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- **Training** - Training will be provided to the leadership team and faculty/staff for the chosen digital systems and tools and their use to ensure that remote learning experiences are equitable and engaging for all.

Additional Items for West Michigan Academy (When Reopening for In-Person or Virtual Instruction)

Instruction

- **Student Learning** - West Michigan Academy is committed to its mission and vision in whichever instructional format we may be in during the 2020-2021 school year. The leadership team and faculty/staff will do their best to make sure these tenets are upheld in either remote or virtual learning formats. West Michigan Academy will ensure



that every student has access to standards-aligned, grade-level instruction. All students will be offered scaffolds and supports to meet their diverse academic and social emotional needs.

- **Reviewing Student Data** - The leadership team and faculty/staff of the school will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- **Hybrid Model** - In the event of the school utilizing a hybrid instructional model, West Michigan Academy will ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. The school will develop an attendance system to monitor and track students' online attendance on a daily basis. If necessary, further communication regarding a schedule will be determined in August during faculty/staff planning time.



Phase 4 Operations

Facilities

- **Supplies** - Prior to the school reopening for in-person instruction, the leadership team will audit the necessary materials and supply chain for cleaning and disinfection supplies. If necessary, the leadership team will coordinate with the Local Emergency Management Program (LEMP) for support with procurement of cleaning and disinfection supplies.
- **Cleaning** - As noted earlier, the school will ensure that all required cleaning protocols are followed, including frequently touched surfaces that are cleaned several times a day. The leadership team will alert the school-based custodial staff of the changes to the delivery system of instruction.
- **Reopening Facilities** - Prior to in-person instruction taking place, the school leadership team will audit how many classrooms are available, the size of each classroom, additional spaces that are available for use, and the ventilation of each learning space. An assessment by the school leadership team of school security protocols will be conducted prior to students and faculty/staff returning to school. Signage about frequent handwashing, cough etiquette, and nose blowing will be posted and encouraged through various methods of communication.

Budget, Food Service, Enrollment, and Staffing

- **Student Drop-Off and Pick-Up** - Phase 4 may necessitate the need for changes to our drop-off and pick-up process. Any changes to this process will be communicated to families ahead of time. Please note that in Phase 4, students will most likely be kept outside of the school building until 7:30am (unless inclement weather) which will help us to ensure social distancing policies. Staggered drop-off and pick-up times may be required to ensure social distancing both inside and outside of the school building.
- **Master Schedule** - Please note that changes may be necessary to the master schedule such as staggered start and ending times to ensure proper social distancing procedures are in place throughout the school day.
- **Staff and Student Attendance** - The leadership team of the school will conduct staff and student outreach to understand who will be returning to school. The leadership team will develop a staffing plan to account for any employees who are unable to return to school. For students with preexisting conditions or other documented medical issues who are unable to return to school, a remote learning plan will be created for that student. Any policy change to attendance policy for staff and students, will be communicated to families.
- **Legal Counsel** - The leadership team of the school will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.
- **Budgeting** - The leadership team of the school will examine the budget to plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Technology

- **Point of Contact** - Joanna Bennink will serve as our point of contact for all technology needs from students, parents, and faculty and staff.
- **Return of Student Technology** - Student technology should be returned to school leadership and/or faculty and staff in a bag. The school will begin the process of sanitizing the devices prior to repair or replacement evaluation. The school will do its best to minimize the time that students are without their technology.
- **School Closing for In-Person Instruction** - Digital devices will be deployed to students and a move to virtual learning will commence as soon as possible.
- **Reopening for In-Person Instruction** - The school leadership team and faculty/staff will review tracking and inventory results from student device return as a way of understanding the quality and progress of technology processes. Chronic technology issues that arose during the school closure period will be identified.



Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

MI Safe Start Phase 5

During this phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

School preparedness and response activities around surveillance and active mitigation continue from Phase 4 with loosening of required safety protocols. Schools should remain prepared to implement social distancing measures. Short-term dismissals and suspensions of extracurricular activities remain possible for cleaning and contact tracing purposes. Students and teachers at increased risk of severe illness should remain prepared to implement remote teaching and learning modalities. Schools must consider the judgment of the local health department for the sub-region of concern.

Schools will be open for in-person instruction with minimal required safety protocols.

Personal Protective Equipment

In Phase 5, the leadership team will determine if and when masks are not required of faculty/staff, students, and visitors to West Michigan Academy. Unless otherwise communicated by the leadership team of the school, facial coverings are required for faculty/staff and students at all times while inside. Due to the unique design and learning environment of West Michigan Academy buildings, hallways and common areas are often used for instructional purposes, thus necessitating the need for masks to be worn at all times inside the school building unless noted by the leadership team. This communication will be sent to faculty/staff, parents, students, and community members via email, postings, and/or announcement on our website.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any faculty/staff member or student who cannot medically tolerate a facial covering should not wear one. Any faculty/staff member or student that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Homemade facial coverings should be washed daily. Disposable facial coverings should be disposed of at the end of each day.

Masks will not be required for outdoor activities, however all protocols from the state will be followed in terms of numbers and distancing.

Hygiene

West Michigan Academy will continue to provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by faculty/staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

There will be a continued emphasis by the leadership team and faculty/staff of West Michigan Academy to emphasize handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, continued emphasis will be placed on making sure all students and faculty/staff of the school cough and sneeze into their elbows, or cover with a tissue. All used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Faculty/staff and students will be encouraged to wash their hands frequently throughout the school day.



There will be frequent checks of soap dispensers and hand sanitizing stations to make sure there is an adequate supply. The school will continue to limit the sharing of personal items and supplies between students. Learning spaces will be routinely cleaned throughout the school day.

Spacing, Movement, and Access

When feasible, adequate spacing between students will continue. When feasible, desks will be arranged in the same direction toward the front of the classroom. When possible, teachers will continue to maintain at least six feet apart between themselves and their students. Social distancing will continue to be encouraged in all common areas of the building.

As able, classes will continue to meet outdoors. If a classroom has windows that can open, they should be open as much as possible, weather permitting.

Screening Students and Staff

West Michigan Academy will cooperate with the local public health department regarding implementing protocols for screening students and faculty and staff.

The school will designate the sick room with a curtain as the quarantine area for any student or faculty and staff member who become ill at school. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these individuals should wear a facial covering. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines.

Families will be asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature are encouraged to stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are also encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Faculty/staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature, they should stay home. Faculty/staff should communicate with Candice Tease regarding any absence from school. Staff may be requested to secure a sub through AESOP.

Responding to Positive Tests Among Staff and Students

West Michigan Academy is required to cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation,



may identify other contacts who require quarantine. West Michigan Academy understands that student communicable disease related information is protected health information.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering and Extracurricular Activities

Any indoor assembly that brings together students from more than one classroom is prohibited. In this phase, the traditional Weekly assemblies and plays and performances will not take place or community presentations.

West Michigan Academy may utilize our outdoor space for students to eat meals at school. This will assist in maintaining social distancing. Students and faculty/staff will wash hands before and after each meal.

Large scale assemblies of more than 50 students are suspended. Off-site field trips are suspended.

Athletics

Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding. Any large scale indoor spectator events are limited 50. Large scale outdoor spectator events are limited to 250 people, and people not part of the same household must maintain six feet of distance from one another.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this type of equipment. Handshakes, fist bumps, and other unnecessary contact must not occur.

Cleaning

Frequently touched surfaces including light switches, doors, benches, and bathrooms, will undergo routine cleaning. Classrooms and learning spaces will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Student desks and/or tables will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Busing and Student Transportation

West Michigan Academy does not provide busing for students.

Medically Vulnerable Students and Faculty/Staff

The leadership team and faculty/staff will do their best to enable any faculty/staff member or student who is medically confirmed as high-risk for severe illness to minimize face-to-face contact and allow them to maintain social distancing.



Phase 5 Mental & Social-Emotional Health

Mental and Social-Emotional Health

- The leadership team of the school will continue to provide faculty/staff with timely, responsive, and ongoing training/PD as well as needed tools, resources and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.



Phase 5 Instruction

Communications and Family Supports

- The leadership team of the school will continue to implement communication systems needed to reach every family and student, through multiple modes of communication.
- West Michigan Academy will continue to provide resources that demonstrate that schools value parents and guardians as partners in their child's education. Supports may include additional training to access digital systems and tools, opportunities to build digital literacy, and strategies to support their child's learning at home.

Professional Learning

- The leadership team and faculty/staff will continue to identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. Students who potentially need additional support will be identified.
- Continual professional development and training will be provided to faculty/staff on the chosen digital systems and tools in use at the school.

Instruction

- West Michigan Academy will continue to ensure that every student has access to standards-aligned, grade-level instruction to meet their diverse academic and social-emotional needs. The school will continue to communicate regularly with families about their child's progress and the targeted plans for students in need of additional support.
- The leadership team and faculty/staff will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- When applicable, the faculty/staff will integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.



Phase 5 Operations

Facilities

- The school will continue to audit necessary materials and supply chain for cleaning and disinfection supplies.
- The leadership team of the school will continue to audit all school buildings and learning spaces with a focus on how many classrooms are available, the size of each classroom, additional spaces that are available, and the ventilation in each classroom.
- The leadership team of the school will continue to audit school security protocols to decide if any process changes need to be implemented.
- Signage about frequent handwashing, cough etiquette and nose blowing will still be widely posted, disseminated, and encouraged through various methods of communication.

Budget, Food Service, Enrollment, and Staffing

- The leadership team and faculty/staff will continue to assess student arrival and pick-up protocols.
- The leadership team will communicate any student enrollment or attendance policy changes with school leaders and families.

Technology

- Point of Contact - Joanna Bennink will serve as our point of contact for all technology needs from students and parents.

COVID-19 WORKPLACE PREPAREDNESS AND RESPONSE PLAN

In accordance with State of Michigan requirements, West Michigan Academy of Arts and Academics this COVID-19 Workplace Preparedness and Response Plan ("Plan").

The Academy aims to protect its workforce by enacting all appropriate prevention efforts. The Academy is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. The Academy will provide any communication and training materials on COVID-19 in the languages that are common to its employee population.

Staff members with questions about this plan are encouraged to contact the School Leader via phone at 616.844.9961 and/or e-mail at jbennink@westmichiganacademy.org

The Academy designates the following worksite supervisors/staff members to implement, monitor, and report on this Plan: Joanna Bennink. Company will designate additional individuals as needed.

This Plan is maintained and posted in the main office.

The Academy will consider any other social distancing practices, mitigation measures and guidelines recommended by the Centers for Disease Control and Prevention (CDC)-

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs found at- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes found at- <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

For Academies offering food distribution, the Academy will follow Michigan Department of Education guidance found at https://www.michigan.gov/mde/0,4615,7-140-66254_34491_96106-523138--,00.html

Additionally, the Academy will also comply with any and all applicable county health orders applicable to the specific site.

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

During this Pandemic, staff members who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements. The Academy limits the number of staff members present on premises and the movement of staff members between work sites to no more than is strictly necessary.

Only staff performing necessary government activities, or workers permitted by Executive Order to resume duties, are directed to report on-site. For such staff, the Academy abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are completed remotely or in accordance with current health guidance;
- Staff members are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Staff members' work stations are no fewer than six feet apart whenever possible;
- The Academy may utilize flexible work hours, wherever possible, to limit the number of staff members simultaneously working on-site;
- Staff members' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

The Academy provides staff members with, at a minimum, non-medical grade face coverings.

In addition, the Academy is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Staff members are expected to minimize COVID-19 exposure by:

- Staying home if you are sick;
- Complying with the Academy's site entry procedure;
- Cleaning work stations at the beginning and end of each shift;
- Staying 6 feet apart whenever possible;
- Avoiding, when possible, the use of other staff members' phones, desks, offices, or other work tools and equipment;
- Washing hands frequently with soap and water for at least 20 seconds;
- Discontinuing the use of hand dryers;
- Utilizing alcohol-based hand sanitizer containing at least 60% alcohol when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on the Academy premises;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders and
- Utilizing personal protective equipment and hand sanitizer on public transportation.

Staff are trained on the information contained within this plan and any other requirements as established by executive order.

b. Supplemental Measures Upon Notification of Staff member's COVID-19 Diagnosis and/or Symptoms

A staff member with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite. Staff members with symptoms should be tested for COVID-19 within 24 hours and the test result should be sent to Human Resources.

In response to a confirmed or presumed diagnosis of COVID-19 symptoms, the Academy:

- Informs all staff members and visitors who may have come into contact with the diagnosed staff member in the 48 hours preceding the onset of symptoms of a potential exposure;
- Keeps confidential the identity of the diagnosed staff member unless permission has been given by that staff member;
- Implements its response plan; and
- Conducts cleaning and disinfecting protocols, including shutting down appropriate areas of the premises, increasing ventilation, and conducting a deep cleaning of the diagnosed staff member's workstation and those common areas potentially infected by the staff member.

All staff members who worked in sustained, close proximity to the diagnosed staff member (i.e., those staff members who worked within six feet of the diagnosed individual for at least fifteen minutes) in the 48-hour timeframe are also removed from the worksite for at least 14 days; however, should these exposed staff members later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

A log of diagnosed/symptomatic employees will be maintained confidentially. Within 24 hours of a confirmed COVID-19 diagnosis, the local public health department will be notified. In addition, documentation related to exposure notifications will be maintained.

The Academy notifies their HR Manager to determine if an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness" needs to be completed. If a staff member infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

c. Worker Exposure Classification

Staff members' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's (OSHA) guidance because they frequently and/or closely interact with the general public.

Given this classification, the Academy provides the following controls in addition to the above summarized prevention: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

1. Identification and Isolation of Sick and/or Exposed Staff members

Risk and exposure determinations are made without regard to staff members' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from staff members are maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from staff members' personnel documentation.

a) Staff members' Self-Monitoring and Daily Screenings

Staff members should not report to work on-site and should notify their Supervisor if they can answer yes to any of the questions below.

Such staff members may only resume in-person work upon meeting all return-to-work requirements, defined below.

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Academy screens staff members and visitors on a daily basis at dedicated entry points. The Academy ensures that staff members and visitors utilize these entry points by barring entry via other egresses.

Staff members are asked the following questions before entering the worksite:

1. In the past 24 hours, have you experienced any NEW INCIDENCE or WORSENING SEVERITY of the following symptoms* (*this list contains current CDC-acknowledged symptoms of COVID- 19)
 - Coughing, shortness of breath or difficulty breathing
 - Congestion, runny nose, sore throat or loss of taste or smell
 - Fever (>100.4 degrees F), chills or inexplicable fatigue or muscle pain
 - Nausea, vomiting, severe headache or diarrhea
 - a. If a touchless thermometer is available, temperature checks may be performed.

If the person answers "yes" to any of these symptoms and they are not due to an existing condition, then access is denied, and staff member is advised to self-isolate/self-quarantine at home. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Have you tested positive or are considered presumptive positive for COVID-19 by a medical professional in the past 14 days?

- a. If yes, access is denied, and staff member is advised to self-isolate/self-quarantine at home. The Academy will contact the local health department and receive advice on next steps. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.
3. Have you lived with, or had close contact with, someone that is presumed or confirmed positive for COVID-19 in the past 14 days?
 - b. If yes, access is denied. The Academy will contact the local health department and receive advice on next steps. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.
4. Have you traveled internationally in the past 14 days?
 - a. If yes, then access is denied, and staff member is advised to self-isolate/self-quarantine at home, until at least 14 days after the international travel. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.

Visitors who reply “Yes” to any of the above questions are not permitted entrance.

Staff members who develop symptoms during their shift must immediately leave the site and report it to their supervisor.

c. Return-to-Work Requirements

Staff members who answered positive to any of the daily screening questions above, may only return to work upon confirmation of the cessation of symptoms and contagiousness which may be acquired via the test-based strategy.

Under the test-based strategy, staff members may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications for 72 hours (3 days);
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart if feasible; or one negative test and a return to work authorization from a medical doctor; or the staff member has received clearance from the local health department.

Staff members who have traveled internationally must self quarantine for 14 days unless they have received clearance from the local health department.

1. Workplace Flexibilities and Potential Benefits for Staff members Affected by COVID-19

Staff members may be eligible for paid and unpaid leaves of absence.

Staff members may be permitted to work from home in accordance with approved telework arrangements.

a. Executive Order 2020-36

Staff members who require leave because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

b. Unemployment Compensation Benefits

Under Executive Orders, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Staff members who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 48 hours with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

c. FMLA and ADA

Staff members may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

The Academy is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if a staff member requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Academy engages in the interactive process to provide a reasonable accommodation. This may mean allowing the staff member to work remotely (if reasonable) or work an alternative schedule.

1. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Academy will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Academy and in accordance with guidance from local, state, and federal health officials.

